

# **Instructions**

## **New York State Vendor Responsibility Alternate Format Questionnaires**

**The four (4) questionnaires found on the online VendRep System are also available in paper or electronic format.**

The alternate format questionnaires have been designed to elicit information based on vendor type (For-Profit or Not-for-Profit) and activity (Construction or Non-Construction). Each vendor should select the questionnaire that most closely reflects its mode of operation or as directed by an agency's solicitation instructions. The types of alternate format vendor questionnaires include:

- For-Profit
- Not-for-Profit
- For-Profit Construction
- Not-for-Profit Construction

Business Entities may manually complete a printed paper copy of the questionnaire or can complete the questionnaire on a computer in MS Word. Completing the questionnaire in MS Word allows the questionnaire to be saved on the user's computer and updated in the event that the vendor's information changes.

**Business Entities must answer every question contained in the selected questionnaire.\*** Most questions require "Yes" or "No" answers and request additional information based on the Business Entity's response. For paper submissions, responses that require additional information must include an attachment containing this information.

The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the vendor responsibility questionnaire be knowledgeable about the vendor's business and operations. The certification at the end of each questionnaire must be completed by an owner or officer of the Business Entity and must be notarized to be complete.

\* Note: If the Business Entity uses a Social Security Number (SSN) as its identification number, providing the SSN on the questionnaire is optional.